



Delaware Economic Development Office

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #30-1207-1053

Workforce Director

Opening Date: December 31, 2007

Closing Date: Open

Vacancy Exists

Salary: \$60,035 - \$75,044 (Minimum - Midpoint) Pay Grade 20

Recruiting For: Delaware Economic Development Office, Center of Excellence, Workforce Development

Location: Kent County, Delaware Economic Development Office, Dover, DE

Summary Statement: The Workforce Development Director leads DEDO's Workforce Development Section's effort to continuously develop a strong workforce in Delaware by providing training grants and technical assistance to Delaware businesses and by leveraging the resources of Delaware businesses, industry clusters, economic development and trade organizations and trainers and educators. For businesses developing Delaware's workforce means increased employee productivity and retention and other bottom-line returns on investment in human resources. For Delaware workers, developing skills means increased economic security for themselves and their families.

Minimum Qualifications:

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

- Bachelor's Degree and 3-5 years experience in related field
- Thorough knowledge of federal workforce development programs
- Familiarity with Delaware's public and private workforce development stakeholders

Examination: Applicants are evaluated based upon a rating of training and experience.

Principal Accountabilities:

- Lead DEDO's Workforce Development effort to increase the skills of Delaware's workforce through custom training grants and technical assistance to Delaware businesses and Clusters and by leveraging the resources of Delaware industry clusters, economic development and trade organizations and trainers and educators.
- Continuously identify new services to support Delaware's industry clusters
- Continuously identify, apply and obtain new and/or existing sources of workforce development funding, including federal sources;
- Administer and recommend innovative uses for Blue Collar Training Funds and special grants
- Monitor state, national and global workforce trends and best practices; work with public and private sectors to address changes
- Responsible for assisting market leaders in developing plans that utilize and improve Delaware's workforce
- Recommend policies, legislation and regulations on workforce issues
- Work closely with trade associations, the Workforce Investment Board, higher education, DEMEP, and advisory groups in educational, communications and collaborative efforts to encourage relevant, cost-effective investment in workforce training and best human resource practices aimed at assuring statewide availability of a quality workforce
- Measure Return on Investment of section programs, company training grants and training initiatives.
- Recruit, negotiate and recommend customized training contracts
- Identify, recruit and consult regularly with private sector advisory group
- Market section resources to Delaware industry clusters, individual businesses and prospective employers looking to locate in Delaware.
- Monitor training funds availability against funding requests; seek and/or leverage funds to close gaps.
- Responsible for keeping Workforce Development staff knowledgeable of latest industry trends, work processes and resources.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- A cover letter and resume should be emailed to dedo.resumes@state.de.us or submitted directly to: Delaware Economic Development Office (DEDO), Attn: Kelly Ousman, 99 Kings Highway, Dover, DE 19901, Telephone (302) 739- 4271, Fax (302) 739-5749

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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